

### CASH ADVANCE REQUEST FORM

Date : 8.2.24

BU/BR/Division : Reman

Department : Recon (Prod)

Advance Issue : 100000 / - Kyats / ..... USD

Budget include (or) Not :

Yes  Budgeted Title and Amount :

No  Reasons for :

**Required For:** Buy Camnder - (1) pc.

မှတ်ချက်။

(၁) ကြိုတင်ငွေများကို သာမန်အားဖြင့် ထုတ်ယူသည့်နေ့မှ (၁၀) ရက်အတွင်း ပြန်လည် စာရင်းရှင်းရမည်။

(Advance must be cleared within 10 days from issue date)

(၂) အဆင့်ဆင့်သက်ဆိုင်ရာတာဝန်ရှိသူကြီးမင်းများအားလုံး သေချာစွာစုံစမ်းစစ်ဆေးတွက်ချက်ပြီးထားသော ငွေပမာဏဖြစ်ရပါမည်။

(The amount requested must be properly calculated, checked and verified by respective authorized person)

(၃) ထုတ်ယူငွေနှင့် ပတ်သက်၍ အမှားအယွင်း၊ လိမ်လည်မှု နှင့် အလွဲသုံးစားမှု တစ်စုံတစ်ရာ ရှိခဲ့ပါက၊ သက်ဆိုင်ရာ တာဝန်ရှိစစ်ဆေးအတည်ပြုသူက အပြည့် အဝ ပြန်လည်ရရှိအောင် တာဝန်ယူ ဆောင်ရွက်ပေးရမည်

(If there is errors, frauds or misappropriation, the authorized person must take full responsibility to recover the loss)

Request By

Su Su Khin

Requester

Checked By

Win Aung

Mgr/DH

Checked By

Khin Sue Win

Finance & Account

Approved By

Amy Khin Win

GM/AGM/COO

Approved By

CMC/CEO/Chairwoman

# TOOLS DAMAGE REPORT FORM

PIC Section Name In Office (Common Use)

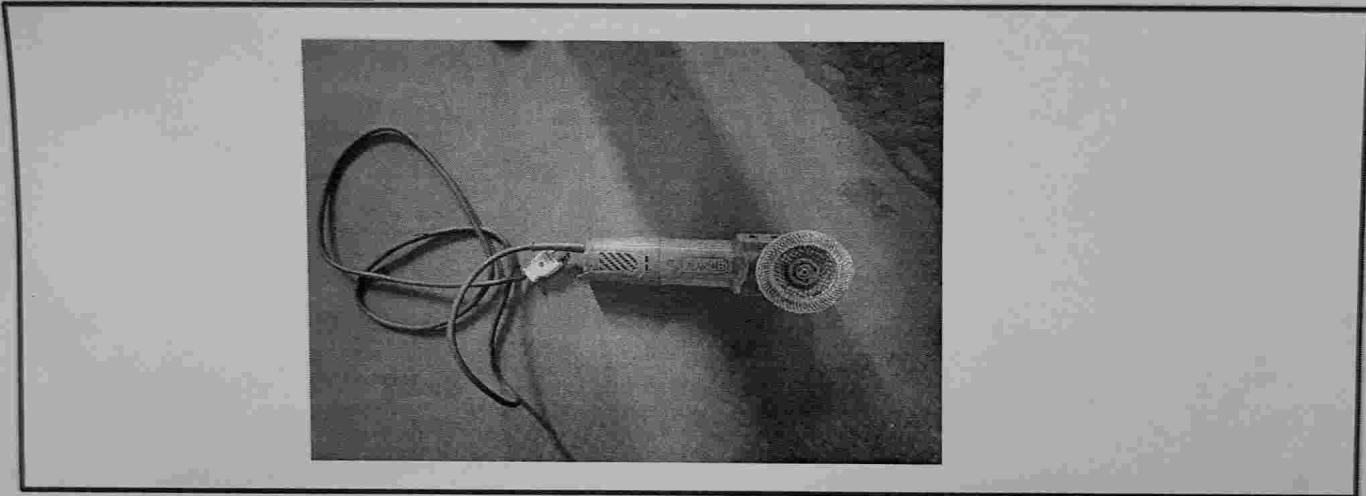
Date : \_\_\_\_\_
   
 Reason:
   
 Damage
   
 Lost

**Previous Handover Data**

Doc. Refr. No. \_\_\_\_\_ Date : 10/7/23. previous purchase.

No	Name of Tools	Code of Tools	Brand	Country Made	Qty	Damage or Lost problem Description
1	Grilder	-	BENYU		1	Damage

**Photo attach of Damage Tools**



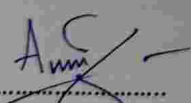
**Supervisor Analyze Commence**

long term use and many jobs.

**Department Head Judgement/ Decision**

Use daily fabrication and repair jobs.  
To buy good quality grinder.

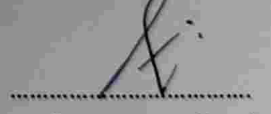
Reported By


  
 Mechanic
   
 A.T.N.

Checked By


  
 Supervisor

Approved By


  
 Department Head

**Cause of Damage**

- 1) Material weakness of Tools ✓
- 2) Wrong operation
- 3) Wrong application
- 4) Improper storage/ keeping
- 5) Careless of user
- 6) Consume life of Tools
- 7) Poor maintenance